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**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)

Position Title: Case Administrator  
Position Number: 18-12  
Location: Oklahoma City  
Open date: November 6, 2018  
Close Date: December 6, 2018  
Salary Range: \$36,654-\$59,557 (CL 24)  
This is a career ladder position with promotion potential to grade CL-25 without further competition. Starting salary commensurate with qualifications and experience.

**POSITION OVERVIEW.** This entry level position is in the federal Court Clerk's Office in Oklahoma City. As a member of the case management team, incumbent will serve as a point of contact for the public and members of the legal community and provide information about court cases, policies, and procedures. This position involves a high volume of public interaction by telephone and email to answer inquiries on case status and other related matters. Incumbent will process legal documents in the electronic case management system, perform cashiering duties, and provide top quality service to our customers. Candidates should have excellent customer service skills and a pleasant, professional demeanor.

Candidates should be proficient in Microsoft Word; communicate effectively orally and in writing, be comfortable utilizing computers, have excellent typing and proofreading skills; have a demonstrated ability to think through, analyze, and interpret written communications; be able to prioritize tasks and work assignments; have strong interpersonal skills as well as a professional demeanor and appearance appropriate for a professional office environment.

**REPRESENTATIVE DUTIES.**

- Receive and review incoming documents to determine conformity with appropriate local and/or federal procedural rules, practices and/or court requirements.
- Scan and file documents.
- Act as a point-of-contact and furnish information to a wide variety of people within and outside of the court.

- Make summary entries of all court filed documents and case management events in the Electronic Case Filing database.
- Accept payments and process receipts utilizing the cash register/electronic case filing system.
- Perform Quality Control procedures relating to electronic case filings.

#### **MINIMUM QUALIFICATIONS.**

- Must be United States citizen or eligible to work in the United States.
- High school graduate or equivalent required.
- Minimum of two years of general work experience and a minimum of one year of specialized experience.
  - Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.
  - Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**COURT PREFERRED QUALIFICATIONS.** A bachelor's degree from an accredited college or university. Experience in a legal setting and CM/ECF (Case Management/Electronic Case Filing) experience is highly desirable. Customer service experience and/or customer service training is preferred.

**BENEFITS.** Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including participation in the retirement system, health, dental, vision, life and long-term care insurance programs, paid leave, periodic grade and step increases, and ten paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

**ADDITIONAL INFORMATION:** Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at will employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. All court employees are at will and therefore the selected candidate may be

removed from this position at any time if after reasonable on-the-job training the selected candidate fails to perform at a satisfactory level.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which may occur without any prior written notice. More than one position may be filled from this announcement. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

**APPLICATION INSTRUCTIONS:** Please email a letter of interest, resume, and completed application form as a single .pdf document to [caseadmin@okwd.uscourts.gov](mailto:caseadmin@okwd.uscourts.gov). The employment application can be found on our web page at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov). Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 18-12  
Carmelita Reeder Shinn, Court Clerk  
U. S. District Court, Western District of Oklahoma  
William J. Holloway, Jr. U.S. Courthouse  
200 NW 4th Street, Rm 1210  
Oklahoma City, OK 73102

**An Equal Opportunity Employer**